

MSAD 28/FIVE TOWN CSD
REMOTE SCHOOL DAYS OVERVIEW

Goal: To implement an alternative instructional process that is flexible yet meets or exceeds the standard for structured learning time so that school days missed for inclement weather can be counted towards the required days of instruction for the calendar year. This requires several objectives and an understanding that this may look different at the elementary, middle and high school levels.

General information and procedures applicable to BOTH districts.

1. GENERAL PLAN FOR REMOTE SCHOOL DAYS

- Remote School Days are designed to reduce the impact and disruption to the school calendar and programs due to inclement weather.
- These days will only be called on a day we would normally have called off school due to snow. If we can have school, we still will!
- A Remote School Day is a day that students and teachers stay home but it is a school day. Students and teachers are expected to work that day so we can reduce our lost days and not have to make them up at the end of the year or on a Saturday in the spring.
- We will only have a Remote School Day if we expect to have power during the snow event.
- **This year, 2018-19, we will be implementing two Remote School Days. The Remote School Days will go into effect on the *first* school closing due to inclement weather after December 1st (not including delayed openings).**
- Any Remote School Day will be stated clearly via the district's automated notification by the Superintendent.
- We will not use local media for a Remote School Day. We will ONLY use the district's automated calling system.

2. GENERAL PROCEDURES FOR REMOTE SCHOOL DAYS – APPLICABLE TO ALL SCHOOLS

- From 10:00am - 4:00pm all teachers, school counselors, psychologists, social workers, nurses, interventionists, and librarians will be available for students and families to contact virtually, as needed.
- Student needs related to established additional school supports (ELL, 504, IEP) will have their work modified based upon their needs. This will happen prior to the Remote School Days and may include additional time and resources for these students upon their return to school.
- If a student does not complete their work within the allotted time, then that student is considered absent for that day and the procedures for makeup work would be followed.
- For students participating in an online learning environment (7-12th grade), if a home is without power, students must communicate with their teachers once that

power is restored. Assigned work will be due at a reasonable time as determined by the school's policies.

School Specific Information

3. CRES REMOTE SCHOOL DAYS PROCEDURES

The purpose of the Remote School Days is to support independent, student-centered learning through a topic of interest and choice in the core content areas. CRES will distribute "Genius Bags" as the instructional model for Remote School Days.

- "Genius Bags" will include:
 - **Reading:** prepare students with books/articles for reading on student-chosen topic (differentiated for independent reading level)
 - **Writing:** prepare bags with writing paper (variety for student choice/level), pencils - students will write all about books to teach about their topic
 - **Math:** prepare deck of cards for game (example: deck of cards for Top-it game or Fact Triangles - variations for student level)
 - **Project:** students will create an art piece, song, movement, a creative component, or Spanish vocabulary to accompany their topic (materials from home - materials will vary)
- Teachers will need to prepare "Genius Bags" (Folder #1 and Folder #2) by Friday November 16th. Special Educators will assist general classroom teachers in preparing these bags for students on their caseload.
- Students will receive their "Genius Bag" prior to the 1st Remote School Day.
- Students and families will need to return their "Genius Bag" back to school with the completed project no later than one week after the Remote School Day.
- Parents/guardians will complete, sign and return the checklist with the "Genius Bag."
- All students are expected to complete the assignments independently, putting forth their personal best effort.
- Completion of the "Genius Bag" is MANDATORY for all K-4 students if we have a Remote School Day.
- Teachers will create Folder #1 which will include: a book/article for reading on student-chosen topic (differentiated for independent reading level), writing paper (variety for student choice/level) and pencils, and materials for a math game (example: deck of cards for Top-it game or Fact Triangles - variations for student level). Folder #2 will include: a book/article for reading on student-chosen topic, materials for a math game, and a checklist for student-generated project on topic (students will create an art piece, song, movement, a creative component, or Spanish vocabulary to accompany their topic (materials from home - materials will vary).
- Teachers are expected to create an opportunity for students to present their "Genius Projects" with the class at a time that is convenient for the class.

4. CRMS REMOTE SCHOOL DAY PROCEDURES - Grades 5 & 6

5th and 6th grade teachers will create stand-alone projects which supplement, extend, or build background knowledge for current or future projects.

- Through the two projects, all core subjects will be represented at least once.
- The content of each project will be related to grade level themes or curriculum and interdisciplinary when possible.
- Hard copies of the materials needed to complete the project will be sent home in a packet prior to each Remote School Day.
- Remote School Days are mandatory and completed assignments for each class are to be submitted by the next scheduled session of that class.
- Projects will be designed to take 3 hours of focused work time for students to complete.
- Students will also have work to complete for their Cultural Arts class. Cultural Arts teachers send home a 45 min stand-alone project prior to the snow school day.
- Students will also have work to complete for their Exploratory classes. Exploratory teachers send home a 30 min stand-alone project prior to the Snow School Day.
- Special Ed & ELL teachers will help develop stand-alone projects and provide scaffolding for their students.

5. CRMS REMOTE SCHOOL DAY PROCEDURES - Grades 7 & 8

7th and 8th grade teachers will create and post lessons on their Google Classroom pages or the grade-wide Google Classroom page to promote student retention of current curriculum topics. Lessons are designed to take approximately 1 class period to complete.

- Students will complete work for their regularly scheduled classes for the Remote School Day. For example, if the Remote School Day is a Day 2 students will need to complete work for their Day 2 classes.
- Remote School Days are mandatory and completed assignments for each class are to be submitted by the next scheduled session of that class. If students cannot access the online material they need to check in with their teachers by or during the next scheduled class.
- Remote School Days lessons will be posted to Google Classroom by 10 a.m. and CRMS teachers and staff will be available by virtual means (email and/or Google Classroom) until 4:00 p.m. if students have questions.

6. CHRS REMOTE SCHOOL DAY PROCEDURES

Remote School Days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term success. Working remotely helps students develop skills in independence and time management, both of which are necessary for post-secondary success.

All CHRS students are comfortable using Schoology, as all use technology in the classroom and at home. Students can expect that each Remote School Day class will be equivalent in time to a normal class period, with regard to activities, resources, and assignments.

- CHRHS teachers will upload lessons and assignments to Schoology by 10:00 a.m. on the day of a Remote School Days and will monitor their Schoology classes to ensure students are working on assignments.
- Students are expected to “check in” to each of their classes on that day (example: submitting the Remote School Day assignment electronically on the day of the Remote School Days, commenting on the Schoology update, sending the teacher an email, sending a message via Google Hangouts). Simply “liking” an update is not considered “checking in.”
- Students are expected to submit Remote School Days assignments on or before the next same colored day (i.e. if the Remote School Days falls on a Red Day then the assignments would be due on or before the following Red Day). If a student has Internet connectivity issues the expectation is that the student will check in with the teacher at school on the following day.

TECH SUPPORT

Five Town CSD/MSAD #28 technology staff will offer limited support for hardware, software and account-related issues from 10:00 a.m. - 4:00 p.m. on Remote School Days. Students should email their questions or problems to helpdesk@fivetowns.net

SUBSTITUTES

We will not have substitute teachers on Remote School Days. Teachers in K-4 should not have to worry about this as they will have pre-planned Genius Bays. Teachers in 5 – 12 will have to pre-plan an “Emergency Remote School Day” lesson (unless a grade level project does not require an individual teacher plan) for their classes that can be distributed in case of a teacher absence on a Remote School Day.